



राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT

गुजरात\*

नाबार्ड टावर  
म्युनिसिपल गार्डन के सामने  
उस्मानपुरा  
अहमदाबाद-380 013  
टेलीफोन : 27552257-58-59  
27551959, 27550094  
27552857  
टेलीग्राम : अग्रिफिनांस  
फैक्स : 079-27551584

GUJARAT\*

NABARD Tower  
Opp. : Municipal Garden  
Usmanpura  
Ahmedabad-380 013  
Telephone : 27552257-58-59  
27551959, 27550094  
27552857  
Telegram : AGRIFINANS  
Fax : 079-27551584  
e-mail : ahmedabad@nabard.org

Ref.NO.NB.Guj/ /House keeping/ 2008-09 dt  
31 July 2008  
**NOTICE INVITING TENDER**

Dear Sir,

**Sub: Notice Inviting Tender - House Keeping at NABARD Tower,  
Usmanpura, Ahmedabad, Gujarat.**

Tenders are invited for the captioned work.

1. The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications if necessary from NABARD before quoting their rates. Your sealed tender with the prescribed Tender Document should be addressed to Shri B.S.Sekhawat , Chief General Manager, National Bank for Agriculture and Rural Development, Opposite Municipal Garden, Usmanpura, Ahmedabad-13.and superscribed "**Tender for House Keeping at NABARD Tower**".

2. Envelope containing priced tender complete in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available in 2nd floor of NABARD Tower, Usmanpura, Ahmedabad before 14.30 hours on **18 August 2008**. Late tenders will not be accepted.

3. Tenders will be opened on the same date i.e. 18.08.2008 at 15:00 hours in the presence of tenderers or their authorised representatives who choose to be present. NABARD reserves the right to accept or reject any tender, either in whole or in part without assigning any reasons for doing so and does not bind itself to accept the lowest or any tender. NABARD also reserves the right to negotiate or partly accept any tender or all tenders received without assigning any reasons thereof. Tenderers are advised to quote reasonable rates based on the market price of materials and prevailing labour charges etc. during the contract period.

4. Tenders which do not fulfil all or any of the NABARD' s conditions or are incomplete in any respect and tenders with the tenderer's own conditions are liable to be rejected.

5. Tenderer shall enclose a Demand Draft amounting to Rs. 2000/- ( Two thousand only ) drawn on any Bank payable at Ahmedabad in favour of "National Bank for Agriculture and Rural Development" towards Earnest Money Deposit (EMD), failing which tender shall be rejected. The EMD will not bear any interest.

Yours faithfully

(S.K.Dora)  
AGM

## FORM OF TENDER

Place:- Ahmedabad

Date:-

**The Chief General Manager**

National Bank for Agriculture and  
Rural Development

Gujarat Regional Office

NABARD Tower

Ahmedabad -380013

Dear Sir

Having examined the Scope of work and the guidelines relating to the work of cleaning of the toilets and other areas of the Gujarat Regional Office, National Bank for Agriculture and Rural Development (NABARD) at NABARD Tower, Usmanpura, Ahmedabad as specified in the memorandum hereinafter set out and having visited and examined the site of the work specified in the Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the work/s specified in the said Memorandum at the rates mentioned in the Annexure and in accordance with all respects with the specifications and instructions in writing referred to in the conditions of the tender, the Articles of Agreement, Special Conditions and terms and conditions, and in all other respects in accordance with such conditions so far as they may be applicable.

## MEMORANDUM

(a) Description of work/s : Cleaning of the toilets, other areas and allied works as specified in the scope of work and special conditions, at the Office premises of NABARD, Gujarat RO, NABARD Tower, Usmanpura, Ahmedabad.

(b) Earnest Money : Rs 2000/

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the National Bank for Agriculture and Rural Development amount mentioned in the said conditions.

3. I/We have deposited a sum of **Rs.2,000.00** as earnest money with the National Bank for Agriculture and Rural Development, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the National Bank for Agriculture and Rural Development.

4. Our PAN No. is \_\_\_\_\_ ( Copy of PAN to be attached)

The names of partners of our firm are:

(i)

(ii)

Name of the partner of the firm authorised to sign

OR

Names of person having Power of Attorney  
to sign the contract. (Certified true copy  
of the Power of Attorney should be attached)

Yours faithfully,

Signature of  
Authorised signatory

(Signature and addresses of witnesses)

**NATIONAL BANK FOR AGRICULTURE AND  
RURAL DEVELOPMENT**

RECEIVED from \_\_\_\_\_  
(Name of tenderer)

\_\_\_\_\_ a sum of Rs. \_\_\_\_\_

Rupees \_\_\_\_\_  
(in words)

by Demand Draft being the Earnest Money Deposit (EMD) on account of their tender for the Housekeeping Arrangement for the Office premises of NABARD at NABARD Tower, Usmanpura, Ahmedabad.

For **NATIONAL BANK AGRICULTURE AND RURAL DEVELOPMENT**

\_\_\_\_\_  
MANAGER

Date and Stamp-----

Signature of the tenderer\_\_\_\_\_

Address of the tender \_\_\_\_\_

-----

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The agreement which would be entered by the successful tender with the National Bank is prescribed as follows:

( on Rs 100/- Non-judicial Stamp Paper)

**AGREEMENT**

This agreement made at Ahmedabad this day \_\_\_\_\_ of 2008 ( ) between the National Bank For Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Regional Office at Usmanpura, Ahmedabad - 380013, herein after referred to as “NABARD” (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and (this will under go change when the party is partnership firm or Company) Shri. \_\_\_\_\_ son of \_\_\_\_\_ and presently residing at and carrying on catering business under the name and style and having their place of business at hereinafter referred to as ‘the party’ ( which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors ) of the OTHER PART.

WHEREAS the National Bank is desirous of outsourcing the work of cleaning of the toilets and other areas as specified in the scope of work at its Gujarat Regional Office building at Usmanpura (hereinafter referred to as the said premises )

AND WHEREAS the party has offered to undertake the housekeeping work as per the scope of work and details indicated in the special instructions

AND WHEREAS the National Bank in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the outsourcing work hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

1. NABARD hereby awards the work of housekeeping in the said premises initially from 15 September 2008 to 31 March 2009. If the work rendered by the party is satisfactory, the contract will be extended for a period of one year or more on the same terms and conditions.
2. As compensation for the housekeeping work, the party shall be reimbursed an amount of Rs \_\_\_\_\_ per month. These rates shall be firm rates. No request for increase of rates shall be entertained by the Bank on grounds of increase in cost of material, labour costs or any other reasons during the period of the agreement.

3. The compensation shall be payable to the party by NABARD within 7 days from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

4. (a) The party shall comply with the municipal and other laws, have / obtain licence, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF , ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the party's part in complying with these conditions or any other statutory requirements in connection with the housekeeping work.

(b) The quality of cleaning materials supplied shall be of good standard subject to the satisfaction of the Chief General Manager of the Bank

(c) The party shall keep, at a conspicuous place in the said premises a complaint / suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint / suggestion register shall be open to inspection by the Chief General Manager or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The Chief General Manager will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectificatory measures as instructed by the Chief General Manager.

(d) The party shall ensure that no loss or damage caused by an act or default his part , or his employees and agents to the Bank`s furniture, fixture and fittings and other articles.

(e) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(f) If the Chief General Manager so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. **However, in normal course the agreement can be terminated by the party by giving three month's notice and by the Bank by giving one month's notice.**

(g) On the expiry or earlier termination of this agreement, the party shall remove itself and its employees, servants and agents from the premises and all articles belonging to it or to its employees or agents.

(h) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

(i) The reference to the Chief General Manager in this agreement and the schedules hereto annexed shall mean the Chief General Manager holding, charge of Gujarat, Regional Office, Ahmedabad and shall include, in respect of any powers exercisable by him or NABARD under this agreement or any officers of the Bank designated by him in that behalf from time to time.

(j) This agreement shall be executed in duplicate. The Bank shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the National Bank has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written.

Signed and delivered by the  
within named National Bank  
For Agriculture And Rural Development Ahmedabad  
by the hand of its authorised official

(Name and Designation)

in the presence of (i) \_\_\_\_\_

(ii) \_\_\_\_\_

Signed and Delivered by M/s

\_\_\_\_\_

In the presence of (i) \_\_\_\_\_

(ii) \_\_\_\_\_

and

Witness (i) \_\_\_\_\_

(ii) \_\_\_\_\_

## **Schedule "A"**

### **TERMS & CONDITIONS**

1. In the said conditions hereinbefore mentioned, the officer in charge of the Gujarat Regional Office, Ahmedabad i.e. the Chief General Manager shall act on behalf of the Bank.
2. The said Conditions and appendix thereto shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said Conditions.
3. The agreement and documents mentioned herein shall form the basis of this Contract.
4. This Contract is for providing housekeeping services at the Office premises of NABARD at Usmanpura as per the rates accepted and the governing conditions.
5. The party shall make good any damages to any property of during and after the completion of the Contract..
6. All payments by the Bank under this contract will be made only at Ahmedabad.
7. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Ahmedabad and Courts in Ahmedabad only shall have jurisdiction to determine the same.
8. That the several parts of this contract have been read by the party and fully understood by him.

## **GENERAL INSTRUCTIONS TO PARTY**

1. Sealed Tenders, should be addressed to Shri. B S Shekhawat, Chief General Manager, National Bank For Agriculture and Rural Development, NABARD Tower, Usmanpura, Ahmedabad- 380013 and send so as to reach him not later than 14.30 hours on 18/08/2008. The tenderers should clearly indicate on each copy of the tender, under the full signature, whether it is original or duplicate.
2. No tender will be received after 14.30 hours on 18/08/2008 under any circumstances whatsoever.
3.
  - a. Tenders will be opened at 15.00 hours on the 18/08/2008 at his office by Chief General Manager, National Bank For Agriculture and Rural Development, or any other officer designated for this purpose by him in the presence of other officials and the tenderers or their representatives, should they choose to be present.
  - b. Tender shall remain open for acceptance by the Bank for a period of Six Months from the date of opening the tender which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.
4.
  - a. The tender forms should be filled in English and all entries must be made by hand and written in ink. If any of the above documents are missing or unsigned the tender may be considered invalid by the Bank at its discretion.
  - b. Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Over writing of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after opening of the tender will be entertained.
  - c. Each of the tender documents should be signed by the person or persons submitting the tender in token of his. Their having acquainted himself / themselves with the General Conditions of the Contract, Specifications, Special Conditions, etc., as laid down. Any tender with any documents not so signed is liable to be rejected.
  - d. The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected by the Bank.

5. The National Bank for Agriculture and Rural Development does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, without assigning any reasons for doing so.

6.

a. Intending tenderers shall pay an Earnest Money Deposit a sum of Rs.2,000.00 by a Demand Draft drawn on a Schedule Bank which amount will be credited into the office of the National Bank For Agriculture and Rural Development. The Earnest Money Deposit will be returned to the tenderer if his tender is not accepted but without any interest.

b. Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or Bank Guarantee or insurance guarantee, cash or cheque.

7. The Earnest Money Deposit of Rs.2,000.00 paid by the successful tenderers shall be held by the National Bank for Agriculture and Rural Development as partial security deposit for the execution and due fulfilment of the contract. No interest shall be paid on the said deposit.

8. The Earnest Money Deposit of the successful tenderer will be converted into the Security Deposit and retained with National Bank. The amount of Security Deposit to be maintained will be Rs. 10,000.00. The difference in the amount (Rs.8000.00) should be deposited with the National Bank by a demand Draft from a Scheduled Bank prior to the signing of the agreement. All compensation or other sum of money payable by the party to the Bank under the terms of this contract may be deducted from his security deposit if the amount so permits and the party shall, unless such deposit has become otherwise payable, within 10 days after such deduction make good in cash the amount so deducted.

9. On receipt of intimation from the Bank of the acceptance of his / their tender the successful tenderer shall be bound to implement the contract within 14 days thereof. The successful tenderer shall sign an agreement in accordance with the draft agreement along with other terms and conditions of the tender document.

10. The party shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing on the party rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank, without prejudice to his other remedies against the party.

11. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making the tender on entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.

12. The successful tenderer must co-operate with the other contractor appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank.

13. The Bank will provide water and power required for the work free of cost at suitable points. The party should ensure that the water and power facility provided by the Bank are not wasted.

14. The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any condition of the contract.

15. Rates should include all Taxes (including service tax), Duties, Octroi, Levies, Wages as per act, etc and should be firm for the entire Contract period. No escalation of rates will be allowed for the entire contract period on any account.

16. Income Tax, Surcharge and other taxes as applicable will be deducted from the total payment due to the contractors.

I/We hereby declare that I/We have read and understood the above instructions for the guidance to tenderers.

Witness

Signature

of Tenderer : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## Schedule "B "

### OTHER CONDITIONS OF THE CONTRACT

1. In Construing these Conditions, the Specifications, and Contract Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

#### Interpretation Claus

- a. "The Bank" Shall mean National Bank for Agriculture and Rural Development and shall include its assigns and successors.
  
- b. "The party" Shall mean M/s \_\_\_\_\_ and shall include his / their legal representative, assigns or successors.
  
- c. "This Contract" shall mean the Articles of Agreement, the Special Conditions, the conditions, the Appendix and the specifications attached hereto which are duly signed.
  
- d "Notice in written notice shall mean a notice in writing, typed or Writing" printed charter sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known residential or business address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.
  
- e. "Act of shall mean any act of insolvency as defined by the Insolvency" Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any amendments/modifications thereto.
  
- f. "The Works" shall mean the housekeeping work as detailed in the scope of work and special conditions at the Office premises of the National Bank at Usmanpura Premises as provided herein.

Words importing persons include firms and corporations. Words importing the singular only also include the plural and vice versa where the context requires.

#### **Covenants made by the party.**

1. The party shall conform to the provision of any Act of the Legislature relating to the works, and to the Regulation and Bye - Laws of any authority.

2. The party shall bring to the attention of the Bank all notices required by the said Acts, Regulations or Bye-laws to be given to any Authority and pay to such Authority,

or to any Public Office all fees that may be properly chargeable in respect of the works, and lodged the receipts with the National Bank.

3. The party shall on request of the Bank immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Bank, be incompetent or misconduct's himself, and such person shall not be again employed on the work without the permission of the Bank.

4. The whole of the works included in the Contract shall be executed by the party and the party shall not directly or indirectly transfer, assign or sublet the Contract or any part thereof or interest therein without the written consent of the Bank

5. The party shall be responsible for all injury to persons, and for all structural and decorative damage to property which may arise from the operation or neglect of party or their staff or damages arising from carelessness, accident or any other cause whatsoever in any way connected with carrying out of the party. The party shall indemnify the Bank and hold it harmless in respect of all and any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damages under Acts of Government or otherwise and also in respect of any Award of compensation of damages consequent upon such claims.

6. The Bank shall be at liberty and is hereby empowered to deduct the amount of any damages compensation, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any or all sums due or to become due to the party.

**QUOTE**

Rate quoted for the housekeeping work at the Regional office of NABARD at Usmanpura, Ahmedabad as per details indicated in the scope of work and the special instruction is Rs.\_\_\_\_\_per month

Sr. No	Description	No of person	Rate/ month	Amount
1	Houseman	6		
2	Supervisor	1		
3	Material			
	Total			

Signature:-

Of the person authorised to make the quote

Name of the person authorised to make the quote :-

Company Stamp or Seal:-

## Schedule "C"

### Scope of work

1. Cleaning of all toilets -- 21 in number (both ladies and gents) and passage outside the toilets including sweeping/mopping/wet-cleaning of floors, clearing and cleaning of litter bins, cleaning of mirrors etc -- Minimum thrice daily
2. Cleaning (sweeping/mopping) of the passage outside the toilets -- Minimum thrice daily
3. Sweeping of all staircases daily and mopping/ wet-cleaning/ scrubbing - Daily
4. Cleaning of roof terrace and terrace on 3 rd floor -- Daily
5. Cleaning of upper and lower basements -- Daily sweeping and Biweekly washing
6. Sweeping of open area -- Daily
7. Cleaning of the conference Halls -- Daily

### Special Instructions.

1. You will provide sufficient manpower (Six) to ensure the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
2. You will provide sufficient number of supervisors (One) to ensure proper and effective supervision.
3. Sufficient number of lady sweepers may be deployed for the cleaning of the ladies toilets.
4. The manpower provided by you should be available from 0830 Hrs to 1930 Hrs. While majority of the manpower will be deployed upto the close of Office ie.1800 Hrs, a few personnel should be available upto 1930 Hrs. The timings are subject to change as per the convince of the Bank.
4. You will provide substitutes in case of absentees.
5. The rate quoted by you for the housekeeping work will include the cost of manpower (including supervisors), cost of equipment / machinery and the cost of cleaning materials. The cleaning materials to be provided are :
  - a) Phenyl
  - b) Deodorised detergent for mopping
  - c) Odonil
  - d) Sanitary cubes
  - e) Soft and Hard brooms

- f) Dusters/wipers**
- g) Mops**
- h) Harpic**
- i) Colin**
- J) Brushes**
- k) Liquid soap**
- l) Toilet rolls/paper**
- m) Buckets**
- n) Mugs**
- o) Cleaning powder**

**The aforesaid items will be of good brand and make.**

**6. The cleaning and maintenance must be of high standards.**

**7. All housekeeping staff must be suitably trained with experience in a similar building to perform duties entrusted to them, and must be in proper uniform at all times.**

**8. You will cover all the employees under your charge for all statutory compliances like ESIC, PF, minimum wages, accident/death insurance etc.**

**9. All employees to use uniform.**

**10. Need - based continuous cleaning in special areas.**